

VADER WATER SYSTEM ACTION PLAN

2010-11 LEWIS COUNTY VADER WATER SYSTEM ACTION PLAN PROPOSED TIMELINE

Objective: Transition receivership and ownership of the Vader Water System from the City of Vader to Lewis County

ACTION ITEMS		July	Aug	Sept	Oct	Nov	Dec	Jan
Establish Utility Division.		XXXXXX						
Adopt Utility Division Organizational Chart.		XXXXXX						
Inform public through media.		XXXXXXXXXXXXXXXXXXXX						
Distribute and publicly display customer information and notices.		XXXXXXXXXXXXXXXXXXXX						
Hold public meeting and hearings.		XXXXXXXXXXXXXXXXXXXX						
Develop and adopt 6-year budget.		XXXXXXXXXXXX						
Adopt budget amendments a necessary.				XXXXXXXXXXXX				
Update Water Facilities Inventory Form.						XX		
Staff utility for operations and maintenance.		XXXXXXXXXXXXXXX						
Schedule training and certification classes for staff.		XXXXXXXXXXXXXXX						
Increase fiscal staff and budget to manage customers and billing.		XXXXXXXXXXXX						
Negotiate employment contract/offer with current Vader Water System Operator and Union.		XXXXXXX						
Enter MOU with union to contract for backup services.		XXXXXX						
Contract for services with qualified operator for backup.		XXXX						
Assess staffing levels and budget assumptions for operations and maintenance.						XXXXXXXXXXXX		
Set up Review Committee pursuant to RCW 36.94.		XXXXXX						
Update Water System Plan including revised Capital Improvement Plan and submit to WSDOH for approval.	X							
Adopt Utility Ordinance		XXXXX						
Review Committee reviews WSP and makes recommendations.			XXX					
County adopts water system plan by Resolution and Utility Ordinance.			XXXXX					
County amends and adopts revisions to Capital Facilities and Utilities Elements in Comprehensive Plan by Resolution.				XXXXXXXXXXXX				

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ACTION ITEMS		July	Aug	Sept	Oct	Nov	Dec	Jan
Safety procedures		XXXXXXXXXX	XXXX					
Prepare and adopt water budget.	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX				
Implement new rate structure.								XXXXXX
Assess financial viability.	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX	
Conduct asset valuation and implement asset management strategy.			XXXXXX	XXXXXX				
Obtain legal access to infrastructure.	XXXXXX							
Set up agency fund with Auditor's office.	XXXXXX							
Transfer Vader's ASP software, billing database, and printer to Fiscal.			XXXXXXXXXX					
Develop County's billing software and database.				XXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Establish procedure between County and Vader for sewer transactions.	XXXX	XXXXXXXXXX	XXXXXX					
Establish process with Treasurer's office to collect billing information from Fiscal and account for cash collection for bill payment.	XXXX	XXXXXXXXXX	XXXXXX					
Establish procedure to transfer customer water usage from Public Works to Fiscal.	XXXXXX	XXXX						
Develop and maintain a detailed Operation and Maintenance Manual.		XXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX	
Transcribe Standard Operating Procedures to Operations and Maintenance Manual.								
Research more efficient way to take and transcribe meter readings.			XXXXXX					
Perform sample collections following procedures in City's approved Coliform Monitoring Plan.		XXXXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX	
Train staff on procedures in the event of an acute and non-acute coliform contamination or un-confirmed positive sample result.		XXXXXXXXXX	XXXXXX					
Develop goals and policies to gage finished water quality, determine long term improvements, and commitment to achieve them.		XXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXX		
Modify Standard Operating Procedures consistent with goals and policies.						XXXXXX	XXXXXX	
Implement a Cross-Connection Control Program.		XXXXXX	XXXXXXXXXX					